



# Office of the City Clerk

Weekly Report – for Week Ending March 27, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

2015 Primary Nominating Election Vote-By-Mail voting at the front office occurred from Monday, February 2, 2015 to Monday, March 2, 2015. Voting was also available at City Hall, Room 395 beginning on Monday, February 23, 2015. In total 53 voters requested a Vote-By-Mail ballot in person (38 at Piper Tech and 15 at City Hall).

The Election Division website has been updated to include the certified results for the 2015 Primary Nominating Election. Documents for the General Municipal Election are currently being routed and translated in the required languages and will be posted on the Division website as soon as they become available. Items include: Runoff Candidate Statement and Contact Information and Voter Information in all the federal and City mandated languages.

In addition, staff attended six events this week. Events included school presentations, informational tables at the LA Marathon, community events, and at various libraries.

One press release was issued this week announcing the certified results for the Primary Nominating Election and the Certified List of Candidates for the May 19, 2015 General Municipal Election.

Staff has transferred existing poll place and poll worker data from the primary into the general election database. This will allow both poll place and poll worker sections to start from the

previous base of existing resources and will only require the recruitment of new or cancelled resources.

### In-House Elections

**Election for the Board of Deferred Compensation DWP Active Participant and Retired Participant Representatives** - Friday, March 27, 2015 is the first day for candidates to obtain nominating petitions at the Deferred Compensation Plan Office in the Employee Benefits Division, 200 N. Spring Street, Room 867 from 8:00 am - 4:00 pm.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	9/0
Number of Notices/Publications	13
Number of Contracts Attested	31
Number of Council Files Created	88
Number of Claims Received	129*
Number of Referrals	62
Number of Council Meetings	3
Number of Committee Meetings	7

**Novus Electronic Document Submission** - Since rolling out the system, 567 documents have been submitted electronically from 26 city departments.

**Electronic Claim for Damages form** - Of the 129 claims received this week, 41% or 53 claims were submitted electronically.

### Neighborhood and Business Improvement Districts:

On March 16, 2015, staff met with the Controller's Office relative to the Arts District refund with sample data provided to test the remittance information. Candidates for Student Professional Worker were interviewed and hired to assist with the Arts District

## TOP ITEMS

- ***Certified Election Results declared in Council on March 25, 2015***
- ***Preparations for May 19, 2015 General Election began***
- ***Minimum Wage Public Hearings ensued.***



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refund.

Staff participated in conference calls with consultants for the proposed South Park II BID, and the Gateway to LA and Encino BID renewals.

On March 25, 2015, staff met with the CAO Fellow on Livability status.

## Systems:

**Electronic Forms** - Staff met with ITA to discuss electronic forms for a possible citywide solution. ITA indicated that the city is currently has a citywide enterprise licensing with IBM forms. However, the current product is not mobile-friendly and requires software to be installed. ITA will follow up with IBM to check for a web-based forms solution.

## Records Management:

**Microfilm Conversion of City Council Minutes** - 16 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to May of 1893.

**Records Destruction** - Lists were prepared for four departments of over 4,100 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 26 departments have been notified. Reports and notifications will continue to be assembled.

**Research** - The Division provided research assistance to the Los Angeles Poverty Department, a non-profit organization, to research planning and budget records, to an artist researching the 1942 episode known as the "Battle of Los Angeles" and/or the "Great Los Angeles Air Raid," to a constituent researching the history of street and alley closures in his neighborhood, and to a council office researching the history of the Sister Cities program.

## Administrative Services:

**Fiscal** - Staff processed transfers and invoice payments for various Council controlled trust funds; continued working with the CAO regarding the 15-16 proposed budget; attended the Budget & Finance Committee meeting to address concerns regarding the Mid-year FSR; attended the ITGS Committee meeting to address questions regarding the Iron Mountain contract amendment; processed a transfer from EWDD to address the shortfall in the Mayor's Salary Account; and commenced working on a public records request for a Council Office.

**AB1290/Council** - Staff received two (2) new allocation requests; has nine (9) contracts in process; has six (6) contract closeouts in process; processed five (5) payments; and coordinated end of term meetings with outgoing Council Offices.

**General City Purposes** - Staff received 13 GCP allocation requests; processed 17 invoices for payment; executed three (3) contracts; and coordinated with CLA and Council staff on end of term expenditure of GCP funds.

**Personnel** - Staff held two (2) new employee orientations and three (3) Exit interviews; coordinated with the Controller's Office to rectify overpayment for two City Clerk employees; worked with Workers Compensation staff on closing out one claim for an Elections employee; transmitted non-select letters to candidates for Accounting Clerk and Management Analyst; responded to City Clerk staff regarding EAA promotional advancement; and submitted an unfreeze request for one Student Worker for Records Management.

## UPCOMING. . . .

Economic Development Committee offsite meetings to discuss raising the minimum wage in Los Angeles will be held on March 26 in Watts, March 31 in Van Nuys and April 2 in West Los Angeles. Council recess Friday, April 3 through Friday, April 10, 2015.